

*Chrono*

WD-2344-73

29 April 1959

MEMORANDUM FOR: Chief, Administrative Branch  
Chief, Material Branch  
Chief, Operations Branch  
Chief, Research & Development Branch  
Chief, Contract Branch  
Chief, Communications Section  
Chief, Security Section  
Chief, Aircraft Maintenance Section  
Chief, Air Support Section

SUBJECT : Call for Budget Estimates - Fiscal Years 1960 and 1961

REFERENCE : Administrative Memorandum Number 129 dated 13 April 1959

1. Your assistance is requested in forecasting Budget Estimates for FY-60 & 61. In compiling your requirements, reference should be made to Administrative Memorandum 129 which lists, for each Branch Chief, the contracts for which he is responsible. Accordingly, the Budget Estimates for FY-60 & 61 should adhere to this memorandum and include, if warranted, any new contracts or other data which might have bearing on the dollar requirement for each year.

2. To expedite the completion of this requirement, the Project Comptroller's office will upon receipt of a paper showing the operational concept, calculate the normal general overhead type of expenses, namely: the pay for all civilian and military project personnel and accounts for money paid to or on behalf of each individual for quarters and subsistence at the forward bases of operations. We ask for assistance on these items only if a decrease or increase in number of personnel is indicated. If data is furnished for this element, please show job titles, location of assignment, and the number under each job classification. Branch Chiefs should coordinate their personnel requirements with the Personnel Section, Administrative Branch.

3. Estimates of travel will be prepared by the various branches showing the number of trips, the general area to be visited, and the estimated transportation and per diem costs. A rate sheet is attached as an aid in compiling this data. The Communication Section and Air Support Section will submit travel estimates to the Operations Branch, the Security Section will submit travel estimates to the Administrative Branch, and the Aircraft Maintenance Section will submit travel estimates to the Material Branch.

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4. The attached listings, applicable to each branch's responsibility, are further separated by Projects (i.e. CHALICE, [REDACTED] CORONA) with columns labeled FY-60 & 61. The estimates, when compiled, should be shown thereon with supporting documents: (a) Contract estimates - with letters from contractors stating their Budget needs for FY-60 & 61; (b) Overhead estimates (travel, property, base operations and maintenance, etc.). Each cost element should be supported with a working paper showing the method of calculation and a clear, concise statement explaining the need for each requirement.

5. Should there be any questions with respect to the format indicated, or should you require any other assistance that individuals of this office may be able to provide, we shall be pleased to cooperate. As a matter of information, it is expected that each Branch Chief will be called upon to review anticipated requirements, reason(s) therefor, and method of arriving at the figures with the undersigned and/or the IN/P.

6. It is requested that estimates requested above be forwarded to this office not later than 22 May 1959.

Attachments: a/s

SIGNED

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[REDACTED]  
Comptroller, WPA-25X1/P

Distr: 1 - Acting Chief, WPA-25X1/P  
9 - Administration IFD  
1 - Personnel Section  
1 - Travel Section  
2 - Fin (Budget) IFD (JAP)  
1 - Reading (Fin-IFD)  
1 - Chrono  
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SECRET